



Opportunity to Join a Chamber Committee

The Chamber has a number of active and engaged committees that report to our Board of Directors. A key reason for the success of our board committees is the involvement of our Chamber members as volunteer committee members.

Each year there are a few openings on our committees for new members. We are recruiting now for members who will be available starting on **January 1, 2024** for at least a two-year term.

To view the terms of reference for each committee and learn more about its work, please email communications@victoriachamber.ca.

All committees have the following requirements of their committee members:

- You've been a member of The Chamber for one year
- You understand the role of The Chamber
- You're able to commit to the time requirements of your respective committee
- You work effectively as a member of a group.

If you don't fit the parameters above but want to be involved, we do offer opportunities to volunteer at events and various Chamber activities throughout the year, just [click here](#).

Here are our committees:

1. **The Ambassador Committee** is a dedicated team of members of The Chamber from various professional backgrounds who serve as liaisons to foster meaningful participation and connection-building as a way of increasing member engagement.

Time requirements: Attend committee meetings once a month from 8:00 – 9:00 a.m. on dates determined by the chair. Be available to make phone calls, meet with new members, attend Chamber events and conduct other outreach to members as required.

2. **The Finance and Audit Committee** ensures the financial responsibilities of The Chamber Board of Directors are attended to with Board oversight. Also ensures the financial integrity of The Chamber.

Time requirements: Attend bi-monthly meetings from 8:00 – 9:00 a.m. or lunch meetings on dates determined by the chair. Read financial information provided in advance.

3. **The Emerge Committee** is a group of people who are passionate about fostering authentic connections. The Emerge Committee runs bi-monthly networking events, as well as a mentorship program, where all Chamber members are welcome. Through The Chamber, this committee provides an opportunity to connect with likeminded individuals and to effect positive change in our region.

Greater Victoria Chamber Committee Application

Time requirements: Attend monthly meetings from 7:30-9:00 a.m. on dates determined by the chair. Attending Emerge events. Provide skills and time to complete any projects you commit to.

4. **The Public Policy and Advocacy Committee** is a committee of The Chamber. Its purpose is to provide early input to the advocacy priorities of the Board so as to constructively influence public policy in support of the Greater Victoria business community.

Time requirements: Attend monthly meetings from 7:30 – 9:00 a.m., or during lunch, on dates determined by the chair. Read agenda material in advance.

5. **Inclusion, Diversity & Equity Advancement Committee** is a committee of The Chamber. Its purpose is to gather and offer advice and guidance to The Chamber to create a more inclusive and welcoming business community that truly represents the diversity of the Greater Victoria business community we aspire to have.

Time requirements: TBD. Between six and 10 meetings annually.

6. **Family Business Committee** - (Pending fall 2023)
Email operations@victoriachamber.ca for more information.

The opportunity to apply for any of the above committees will be open from **August 25 – October 6, 2023**.

Please contact communications@victoriachamber.ca if you have any questions.

At the end of the application period, the chair of the committee will review your application. You will be contacted by e-mail or phone. If you are interested in being a member of a committee, please complete the relevant Committee Member Application Form below.



GREATER VICTORIA
CHAMBER OF COMMERCE

Ambassadors Application

Date _____

First and Last Name: _____

Business Name of Chamber Member: _____

Email: _____ Phone _____

Why are you interested in being a part of this committee?

What relevant experience do you have?

How did you hear about this opportunity?

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc.	
Number of years you've been a member of The Chamber	

Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.

You're able to commit to the time requirements of your respective committee (1 x one-hour meeting per month, with an extended planning meeting in November. No meetings in July, August, December.)	
You work effectively as a member of a group	
You understand the role of The Chamber and value of chamber membership including benefits and opportunities	
You have connections to the regional business community	
You are able to represent The Chamber and connect with members in a diplomatic, helpful and pro-active manner.	
You have an outgoing, friendly and professional personality	

For more information about terms of reference, or for submitting your completed form, email communications@victoriachamber.ca



GREATER VICTORIA
CHAMBER OF COMMERCE

Finance & Audit Committee Application

Date _____

First and Last Name: _____

Business Name of Chamber Member: _____

Email: _____ Phone _____

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Greater Victoria Chamber Committee Application

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you’ve been a member of The Chamber	
Confirm that you not currently employed by The Chamber's auditor or insurance or investment portfolio provider	

Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.

You understand the role of The Chamber	
You’re able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
Understanding of the value of chamber membership including benefits and opportunities	
You have a strong knowledge or background in accounting, finance, non-profit management	
Ability to read financial reports, annual audits and investment statements	

For more information about terms of reference, or for submitting your completed form, email communications@victoriachamber.ca



GREATER VICTORIA
CHAMBER OF COMMERCE

Emerge Committee Application

Date _____

First and Last Name: _____

Business Name of Chamber Member: _____

Email: _____ Phone _____

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Greater Victoria Chamber Committee Application

<i>Please fill in the information below:</i>	
Regional representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you’ve been a member of The Chamber	
Which of your skills/strengths will best help the work of the Emerge Committee	

<i>Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.</i>	
You understand the role of The Chamber	
You’re able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
You understand the role of The Chamber and value of chamber membership including benefits and opportunities	
You are an emerging professional in the regional business community	
You are able to represent The Chamber and connect with members in a diplomatic, helpful and pro-active manner.	
You have an outgoing, friendly and professional personality	

For more information about terms of reference, or for submitting your completed form, email eventsmanager@victoriachamber.ca



GREATER VICTORIA
CHAMBER OF COMMERCE

Public Policy & Advocacy Committee Application

Date _____

First and Last Name: _____

Business Name of Chamber Member: _____

Email: _____ Phone _____

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Greater Victoria Chamber Committee Application

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Number of years you’ve been a member of The Chamber	
Are you an elected official or working/affiliated with one in an official capacity?	
Which of your skills/strengths will best help the work of the committee	

Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.

You understand the role of The Chamber	
You’re able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
You act in a non-partisan manner in meetings	
You possess an awareness of issues of concern to the regional business community and membership	
You have a knowledge of public policy processes, government decision-making and the difference and responsibilities of local, provincial, federal and international levels of government	

For more information about terms of reference, or for submitting your completed form, email communications@victoriachamber.ca



Inclusion, Diversity & Equity Advancement Committee

Date _____

First and Last Name: _____

Business Name of Chamber Member: _____

Email: _____ Phone _____

Why are you interested in being a part of this committee?

What relevant experience do you have?

Are there any specific skills or abilities you wish to contribute to the work of the committee?

How did you hear about this opportunity?

Greater Victoria Chamber Committee Application

Please fill in the skills matrix below:

Regional – representation from areas of Greater Victoria. (Where is your business)?	
Type of business – e.g. retail, cultural, education, financial, etc	
Please share the diversity(ies) areas you closely identify within	
Number of years you’ve been a member of The Chamber	
Are you an elected official or working/affiliated with one in an official capacity currently or in the past?	
Which of your skills/strengths will best help the work of the committee	

Score the following between 1 - 4 with 0 being No and 4 being Absolutely or Highly Competent.

You understand the role of The Chamber	
You’re able to commit to the time requirements of your respective committee	
You work effectively as a member of a group	
You act in a non-partisan manner in meetings	
You represent diversity in areas of gender, physical capability, culture/race, other areas of systemic marginalization, business type and sector	
You can contribute to creating a more inclusive and welcoming business community that truly represents the diversity of the Greater Victoria business community we aspire to have	

For more information about terms of reference, or for submitting your completed form, email communications@victoriachamber.ca